

CITY OF MILPITAS  
CITY COUNCIL (FINANCE) SUBCOMMITTEE  
Wednesday, September 28, 2005, 4:00 p.m.  
455 E. Calaveras Blvd.

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I. CALL TO ORDER - Vice Mayor Gomez called the meeting to order at 4:10 pm

Attendance:

City Council: Vice-Mayor Armando Gomez, Council member Debbie Giordano

Staff: Emma Karlen, Jane Corpus

II. CITIZENS FORUM - None

III. APPROVAL of MINUTES: The September 7, 2005 minutes were reviewed and approved.

IV. ITEM FOR DISCUSSION

A. Reorganization Policy and Guidelines

**Vice-Mayor Gomez** - Mentioned that during this year's budget review, the City Manager suggested looking at a possible City reorganization. Therefore, Vice-Mayor Gomez presented for this subcommittee's review, a draft of recommended City reorganization policies and guidelines that would be given to the City Manager for consideration in the reorganization process.

**Public: Frank DeSchmidt** - had a comment on the Planning Neighborhood Services section of the draft, Item "b" regarding minimum quotas: He was not aware of there being a quota for closed cases and felt the focus should be on quality and code compliance.

**Emma Karlen, Finance Director** - wanted to clarify a few issues that relate to the Reorganization Policy and Guidelines draft:

Under the General section of the draft, Item "g" regarding pursuing grants -

- 1) Many grants require us to match funding and we need to be concerned if we can continue the efforts in the future.
- 2) Grants normally have a lot of requirements, and she encourages each person who pursues a grant to come before the Council to discuss the consequence related to that grant.
- 3) There are a lot of maintenance efforts involved with grants, and the burden of keeping up with paperwork falls on Finance. We currently have one accountant to monitor 41 outstanding grants. So we need a certain amount of threshold if this is something the City is interested in doing.
- 4) Just because the money is available, it may not be a priority to do that particular project. Let the Council determine the benefit of funding each individual project and the cost benefit should be weighed.

**Council member Giordano** – highlighted that there is a bigger picture to funding grants since time and energy to monitor them needs to be budgeted accordingly.

**Emma Karlen, Finance Director** - Other concerns are:

Planning and Neighborhood Services section of the draft, Item “a” -

- 1) The Finance Department finds that when there are fines imposed for code violations, the fines are ignored and are not getting paid.
- 2) The process is to send closed accounts and miscellaneous invoices out to a collection agency. However, any billing information we provide needs to be exact (name, drivers license number, social security number), which is a problem when there is a common name.

Public Works section of the draft, Item “b” -

Would we also consider if there is any advantage to outsource projects as well as bringing projects in-house?

**Vice-mayor Gomez** - commented that we want to work with the bargaining groups on this issue.

Human Resources section of the draft, Item “a” -

**Emma** wanted to clarify if the duties would be kept to HR department employees.

**Vice-mayor Gomez** - clarified that it could be worth looking into separating out those two duties of negotiator and employee services representative to be handled within the HR department. There could be a possible cost savings to the City by reducing the services of Meyers Nave for negotiations. Vice-mayor Gomez also indicated that there will be some cost impact to ask managers to develop a long-term strategy when the economy picks up to fill temporary positions intended to be permanent, but is needed in order to promote fair employment.

All these recommendations are intended for the City Manager’s review and will be placed on the next Council agenda in October.

## V. OTHER BUSINESS

None

## VI. NEXT MEETING - Wednesday, November 2, 2005 at 4:00 pm

## VII. ADJOURNMENT